

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
June 21, 2010**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; John Potters, County Coordinator; Ken Kortenhof, Emergency Management Director; Peter Wolk, District 18 Supervisor; John Sweeney, Oneida County Sheriff's Department Chief Deputy; Brian Desmond, Corporation Counsel; Kevin Boneske, *The Daily News*; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Dean/Holewinski. All aye on voice vote.
Motion by Hoffman/Dean to approve the committee meeting minutes of May 17, 2010 with no additions, deletions or corrections. All aye on voice vote.

INTRODUCTION OF NEW COMMITTEE MEMBER

Chairman Sharon introduced Supervisor Billy Fried.

NORTHERN ADVANTAGE JOB CENTER FACILITY

Desmond reported the county board has approved proceeding with an offer to purchase of this building, and proceeding to negotiate the relocation assistance required in this process. He described the future steps in looking at comparable office spaces. He stated that the relocation assistance plan has to be submitted, and development of the plan will be a cost to the county.

Supervisor Holewinski asked why the renters couldn't just stay until their rent agreement was over.

Desmond explained how the relocation assistance would be required to work. He stated that the renters are Nicolet College, Forward Service, and the Department of Workforce Development.

Discussion focused on the possibility of moving the renters into the WPS building, and Krouze pointed out that modifications would have to be made to reconfigure bathrooms to handicap accessible prior to renting of the space.

Desmond stated that rental of the building would also require a code change.

Krouze stated that if the WPS building were rented to the current renters of the Job Center facility, when the county is prepared to deal with the WPS building, the renters would again qualify for relocation assistance, so it would only be delaying that issue.

Krouze related that later today would be a meeting of the department on aging building committee, at which that committee will look at their duties and responsibilities and draft a resolution designating what as far as remodeling work will be passed onto the buildings & grounds committee. He stated this would delete duties from that committee and give them to this committee.

PRELIMINARY REVISED DRAWINGS OF PROPOSED SHERIFF'S DEPARTMENT/HAZMAT STORAGE/PROGRAM SPACE

Krouze provided those present with revised drawings to address storage. Krouze stated he received the drawings last night, and explained that the storage plan no longer has space for Hazmat. Krouze reviewed history of this issue, noting that initially Hazmat was included, as well as the department on aging busses, space for buildings & grounds, a loading dock, and space for the radio technician. He explained that due to the expenses involved, it was discussed to relocate the sheriff's storage to the law center, move the department on aging busses to the back building and allow Emergency Management to spread across the existing front building at River Street.

Krouze stated that there would need to be a remodel at River Street, as there are drainage issues that would need to be addressed, as well as heat to be included for the back building, or at least a section of it to be heated.

The newly revised plans were reviewed. An accompanying cost sheet identified a possible cost of just over a million dollars. Construction contingency was discussed. Krouze explained that the architect is including this line item as they are trying to give a budget to cover what might happen. He explained that a modine heater and window air conditioner were planned for the radio tech area to allow for temperature control.

Holewinski discussed the difference in the square footage price for the temperature-controlled area.

Supervisor Hoffman questioned the reliability of the costs identified.

Krouze stated that he went over the costs with the architect, who felt this pricing was what should be identified. He discussed the type of construction as similar to that of the law enforcement center, block with brick veneer on the front of the building. He stated that what is being used is a conservative estimate, noting the

architect is being cautious, but that these are standard costs that the industry uses.

Sweeney discussed the possibility of placing a mezzanine over part of the impound space.

Door locations were discussed.

Sweeney stated that inmate labor is used wherever necessary. He stated that the door is needed to allow for inmate to access only the area contained in the first impound area to access tools for use in grounds maintenance.

Supervisor Hoffman noted that the latest revision to the drawings shows no garage doors to the back of the building.

Sweeney stated that they are willing to try it without the drive-through access, noting this will test the talents of the wrecker drivers.

Fried stated that a new facility for the sheriff's department needs to be built for the safest and most efficient use possible, noting that perhaps this could be bid as an option, and included if the price came in low.

Sweeney concurred that including these items as options or alternates was a good idea.

Krouze noted that to bid as an alternate would give a good idea as to what the future cost might be. Krouze explained that the architects work from a formula of guidelines for producing a cost estimate; this is required by the architect institute. He went on to explain, even if this were bid, the county still has the right to refuse any or all bids if the price isn't what the county is prepared to pay.

Supervisor Holewinski questioned what happens if we move forward.

Krouze stated that if he were instructed to move forward with the project, he would request either Ayres or another firm prepare an RFP and we would let the bid. He stated that the county could also put out an RFP for an architect to prepare the RFP for the project. He stated that it would be his suggestion to bid again for the RFP for architectural services.

Sweeney noted that there is some value with working again with Venture Architects, stating that Ayres has been responsive as well.

Discussion focused on the budgeted amount for furniture.

Sweeney and Krouze explained that while the project would not include purchase of furniture, equipment such as a hydraulic lift for the radio technician would be

included. Sweeney stated that the county is now in the position, after having been in the law enforcement center for the past ten years, to address those items that were missed in the original construction project, noting that cuts made to the project caused some items to be deleted and some things were missed as the project was done originally.

Krouze noted that it wouldn't take much in lost wages to pay for the loading dock.

Krouze stated that he felt if bid, this project would come in significantly lower than the identified cost.

Discussion followed with regard to the concept of design/build versus the standard contract. Committee and staff discussed the county's option of obtaining proposals for architectural services, as this is considered a professional service so the county would not be bound by other rules. It was suggested that the finance director be invited to the next meeting to discuss financing.

Supervisor Holewinski questioned if this would have to be taken to county board.

Krouze indicated that he wouldn't think the committee would be required to take this to the full board, but he felt that the committee should keep them involved in the process.

Supervisor Hoffman concluded that if this were approved to be built, we would keep River Street, and renovate.

Krouze responded that renovation should include a subsurface drainage system, some heated space for the department on aging buses moved to the back building, which would allow for more space for Hazmat, and should also include some renovations including water and wiring.

Kortenhof warned against heating the back building of the River Street facility.

Supervisor Fried suggested if staff brings anything to the board that they have concrete answers.

Supervisor Dean stressed the need to identify the price as well.

Possible financing options were discussed, and Sweeney stated that Sorenson has told their committee that the general fund is used as their capital improvement fund.

Budgeting for capital improvements was discussed, and Krouze noted there is money in various budgets for some projects. He stated that this committee did some basic things to River Street, but determined they didn't want to put additional money into the building, as they anticipated a storage/Hazmat facility

and possibly a building to house the department on aging to be built at the law enforcement center site when additional land was acquired in that location. Committee discussed the funds spent in the past on rental of storage space.

The committee discussed the need to address funding and again suggested that the finance director be brought into the next meeting to discuss funding. Discussion followed with regard to a possible resolution being developed, but it was then noted that there is no county board meeting in the month of July.

Sweeney stated that the law enforcement & judiciary committee would have this on their agenda in July.

Supervisor Holewinski asked staff to develop information to be shared that would show what the committee started out with on this project, this is how it was modified, the estimated cost sheet, along with identified costs for the other building, and funding identified.

Krouze stated that he felt this project could be done, including the renovation at River Street, for less than a million dollars.

Sweeney related that when power was pulled for the radio tower, they had extra pulled that may be enough to cover what is needed in this project, and the architect isn't aware of that.

Motion to instruct Krouze to obtain cost estimates and provide a sheet identifying the costs to renovate River Street for the department on aging buses and Hazmat, have Oneida County Finance Director Sorenson attend the next committee meeting regarding possible financing, and to prepare a draft resolution to go to the county board for architectural bidding documents for the next meeting by Holewinski/Hoffman. All aye on voice vote.

COURTHOUSE SECURITY-CLOSED SESSION

Motion to enter into closed session pursuant to section 19.85(1)(d), Wisconsin Stats, "considering strategy for crime detection or prevention" to discuss courthouse security by Hoffman/Holewinski. A roll call vote taken at 11:08 a.m. indicated all present, and all voting in favor of the closed session.

Also present during the closed session discussion were: Brunette, Wolk, Krouze, Desmond, and Potters.

RETURN TO OPEN SESSION

Motion to return to open session by Hoffman/Holewinski. A roll call vote taken at 11:30 a.m., with all members present, was all in favor.

No action was taken during the closed session deliberation.

NON BUDGETED ITEM REQUESTS

There were no non-budgeted item requests.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Dean. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Sharon identified items for the next agenda: no-smoking enforcement, sheriff's department storage, and courthouse security.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, July 19, 2010 at 10:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Holeiwnski/Hoffman. The time was approximately 11:40 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary